

# PMIS **Cardinal** New Fields Guide

*Use this Guide to assist you with keying new Cardinal fields in PMIS*



DHRM

Department of Human Resource Management

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# New PMIS Cardinal Fields

Cardinal is the name of the State Accounting System replacing CIPPS. In support of the forthcoming Cardinal implementation, PMIS will require entry of the following four (4) fields starting Monday October 23<sup>rd</sup>. Please note that these new fields apply only to CIPPS agencies.

Cardinal Name	PMIS Field Name	Description
Cardinal Approver	Card Apprvr	<p>This is a required field to capture the PMIS Position Number of the Cardinal Time &amp; Labor Approver. This PMIS field will be mapped to the REPORTS_TO field in Cardinal. For online agencies, the Cardinal Time &amp; Labor Approver is the individual (identified by the PMIS Position Number) who will approve the employee's timesheet in Cardinal. For interfacing agencies, it is expected that employee timesheet approvals will occur in the internal agency system. The Cardinal Time &amp; Labor Approver is the individual (identified by the PMIS Position Number) who will approve timesheet corrections made online in Cardinal. For general guidance:</p> <ol style="list-style-type: none"> <li>1. The approver needs to be in the same agency as the employee.</li> <li>2. The approver may be different from the employee's direct report supervisor in the organization hierarchy.</li> <li>3. The approver can be the PMIS Supervisor Position, if applicable, when the supervisor's agency is the same as the employee.</li> <li>4. A position cannot be designated as its own Cardinal Approver (i.e., an employee cannot be designated as their own approver in Cardinal)."</li> </ol>
Cardinal Department	Card Dept	<p>This is a required field to capture the Cardinal department value where the position resides in the organization. This PMIS field will be mapped to the Department ID field in Cardinal.</p>
Cardinal Employee Group	Card Emp Grp	<p>This is a required field used by Cardinal to determine an employee's workgroup and default accounting. This PMIS field will be mapped to the Employee Class field in Cardinal. Valid Values are included in DHRM's PME480 and PMW480 dictionaries. Please refer to slide 7 of this document for a list of valid values.</p>
Cardinal Alternate Leave Plan	Card Alt Lv Plan	<p>This is a required field to specify the leave plan for the employee. This PMIS field will be mapped to the Alt Leave Plan field in Cardinal. Valid Values are included in DHRM's PME480 and PMW480 dictionaries. Please refer to the "PMIS Extracts" section of DHRM's website. (<a href="http://web1.dhrm.virginia.gov/itech/documentation.html">http://web1.dhrm.virginia.gov/itech/documentation.html</a>)</p>

# Card Apprvr Field in PMIS-Position Transaction

Card Apprvr is the preferred name for the field label in PMIS. This new field in PMIS can be found on the following PMIS position transaction screens: \* NOTE: The Card Apprvr value may not always be the same as the Report to Pos value.

1. PSW130 Wage Position Create/Change
2. PSP130 Position Establish
3. PSP131 Re-establish Position
4. PSP150 Position Field Change
5. PSP160 Position Field Change
6. PSP999 Position Display
7. PSW999 Wage Position Display
8. PSP146 Position Role Change

Here is an example of the Card Apprvr field on the PMIS PSP160 transaction you can use to edit the field. Use PSP999 to review.

```
PSP160                                POSITION FIELD CHANGE
-----
Agency                               Position                               Trans-Efft-Date *****
-----
Role 19132    Pay Area / Shift SW / D    Position Level E
Payroll 001    Location 760    Status F
Duration P    Months 12.00    Percent 100.00
Category R    Expire Date    Established Date 052296
Subdivision DEBT    Sub-Unit DEBT    Activity Number
SOC Code 131111.0000    OT/Exempt E E/N    Review Date
Review Reason    Vacated Date    Vacate Review Code
Exclude E-Mail N Y/N    Telework Y Y/N    Drug Test Pool N Y/N
Old Class Code 21242    Alt Work Schedule Y Y/N    Agency Partition
Workers Comp 8810    Abolish N    Overtime Elig C Y/N/C
Report To Agy 152    Card Apprvr 00062
Report To Pos 00062    Card Dept 15201
EEO B    Funding Data Will Now Appear On Next Screen
Address Code 152 CENTR
Records Offcr N
Econ Interest Y
Work Title PUBLIC FINANCE ANALYST SR
Opt Pos Data    Opt Num 0000000000
Sensitive Pos N    Safety Sensitive Y
000002 Screen Call-Up Complete -- Proceed
End
```

# Card Dept Field in PMIS-Position Transaction

Card Dept is the accounting code for each Cardinal Department within an agency. This new field in PMIS can be found on the following PMIS position transaction screens. To get this information, please contact your Agency Fiscal Officer.

1. PSW130 Wage Position Create/Change
2. PSP130 Position Establish
3. PSP131 Re-establish Position
4. PSP150 Position Field Change
5. PSP160 Position Field Change
6. PSP999 Position Display
7. PSW999 Wage Position Display
8. PSP146 Upward Role Change

Here is an example of the Card Dept field on the PMIS PSP160 transaction you can use to edit the field. Use PSP999 to review.

```
PSP160                                POSITION FIELD CHANGE
-----
Agency                               Position                               Trans-Efft-Date *****
-----
Role 19132    Pay Area / Shift SW / D    Position Level E
Payroll 001    Location 760    Status F
Duration P    Months 12.00    Percent 100.00
Category R    Expire Date    Established Date 052296
Subdivision DEBT    Sub-Unit DEBT    Activity Number
SOC Code 131111.0000    OT/Exempt E E/N    Review Date
Review Reason    Vacated Date    Vacate Review Code
Exclude E-Mail N Y/N    Telework Y Y/N    Drug Test Pool N Y/N
Old Class Code 21242    Alt Work Schedule Y Y/N    Agency Partition
Workers Comp 8810    Abolish N    Overtime Elig C Y/N/C
Report To Agy 152    Card Apprvr 00062
Report To Pos 00062    Card Dept 15201
EEO B    Funding Data will Now Appear On Next Screen
Address Code 152 CENTR
Records Offcr N
Econ Interest Y
Work Title PUBLIC FINANCE ANALYST SR
Opt Pos Data    Opt Num 0000000000
Sensitive Pos N    Safety Sensitive Y
000002 Screen Call-Up Complete -- Proceed
End

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```

# Card Emp Grp Field in PMIS- Employee Transaction

Card Emp Grp is the preferred name for the field label in PMIS. This new field in PMIS can be found on the following PMIS employee transaction screens.

1. PSE301 Original Appointment
2. PSE302 Rehire
3. PSE303 Transfer EE on LWOP
4. PSE032 Mobility Leave
5. PSE305 Active Employee Current Display
6. PSE013 Competitive Voluntary Transfer
7. PSE014 Reassignment
8. PSE015 Non-Competitive Voluntary
9. PSE016 Disciplinary Transfer
10. PSE017 Transfer in Lieu of Layoff
11. PSE018 Performance Reassignment
12. PSE040 Classified Promotion
13. PSE041 Return to Level
14. PSE042 Transfer Employee to Exempt
15. PSE051 Recall
16. PSE046 Voluntary Demotion
17. PSE047 Performance Demotion
18. PSE048 Disciplinary Demotion
19. PSE049 Demotion in Lieu of Layoff
20. PSW301 Wage Employee New Hire
21. PSW013 Wage Employee Transfer
22. PSW090 Wage Employee Update
23. PSP146 Position Role Change
24. PSE098 P3A Field Change

# Card Emp Grp Field in PMIS- Employee Transaction

Here is an example of how the Card Emp Grp field looks in PMIS and the transaction that is used to edit or modify this information in PMIS (PSE098 P3A Field Change). Please refer to the next slide for a list of valid values.

```
PSE098, P3A FIELD CHANGE (EMPLOYEE)
----- 196 PER129NLT 10/16/2017 15:53:30
Agency/Position..... ID.....
Trans-Efft-Date.... 101617
-----
Work Mode..... W
Alternate Work Schd.. N
State Phone..... Extension:
State Cell Phone.... 0000000000 Carrier:
State Pager/PDA.... 0000000000 Carrier:
Card Emp Grp... CLS
-----
Probation Expire.... 000000
E-Mail.....
OptData
Ag-Note
End
000002 Screen Call-Up Complete -- Proceed
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```

# Card Emp Grp Field in PMIS- Employee Transaction

To assist agencies in determining the values in the Card Emp Grp field in PMIS, please review the data in the attached table shown in the right column below:

CARDINAL EMPLOYEE CLASS	CARD EMP GRP IN PMIS
YY-Appointed Official	APO
YN-Classified Salary	CLS
NY-Emergency Hourly	EMG
NN-Adjunct Faculty	FAC
NY-General Wage	GNW
NY-Graduate Assistant	GRD
YY-Higher Ed Administration	HEA
YN-IT Employee	ITE
NY-Legislative Assistant	LGS
YY-Other Official	OTO
NN-Student	STU
YN-Teaching & Research	TNR
YN-VALORS Participant	VAL
YY-Workforce Transition Act	WTA

# Card Alt Lv Plan Field in PMIS- Employee Transaction

**Card Alt Lv Plan Field** is the preferred name for the field label in PMIS. This new field in PMIS can be found on the following PMIS employee transaction screens:

1. PSE301 Original Appointment
2. PSE302 Rehire
3. PSE303 Transfer EE on LWOP
4. PSE013 Competitive Voluntary Transfer
5. PSE014 Reassignment
6. PSE015 Non-Competitive Voluntary
7. PSE016 Disciplinary Transfer
8. PSE017 Transfer in Lieu of Layoff
9. PSE018 Performance Reassignment
10. PSE040 Classified Promotion
11. PSE041 Return to Level
12. PSE042 Transfer Employee to Exempt
13. PSE051 Recall
14. PSE046 Voluntary Demotion
15. PSE047 Performance Demotion
16. PSE048 Disciplinary Demotion
17. PSE049 Demotion in Lieu of Layoff
18. PSE088 VSDP Update
19. PSE311 Person Display



# Card Alt Lv Plan Field in PMIS- Employee Transaction

Here is an example of how the Card Alt Lv Plan field looks in PMIS and the transaction that is used to edit or modify this information in PMIS (PSE088 VSDP Update):

PSE088 VSDP UPDATE  
----- 168 PER129NLT 10/16/2017 16:11:36

Agency:  
Position:  
ID:

VSDP (Y/N): N  
Coverage Effrt Date: 022507  
VSDP Months: 001  
AS OF Date: 022507  
**Card Alt Lv Pln: B**  
Xmit:

VSDP MONTHS AND AS OF DATE

The "VSDP MONTHS" and "AS OF DATE" are optional and may be used to track service time of VSDP enrolled employees.

000002 Screen Call-Up Complete -- Proceed

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# Card Emp Grp and Card Alt Lv Plan Fields in PMIS Original Appointment Transaction

Here is an example of how the Card Emp Grp and Card Alt Lv Plan fields look on the PMIS PSE301 Original Appointment Transaction. These fields will also appear on the PMIS rehire screen and are now required.

PSE301. ORIGINAL APPOINTMENT

Agy	***	Position	*****	Soc-Sec-Num		Trans-Efft-Date	*****
Last	*****	First	*****	Mid		SI	Sf
Address: Line	*****	City	*****	State	**	ZIP	***** - ****
Birth	*****	Sex	*	Race	*	H-Cap	
VSDP	Y	Prior Service		Phones:State	0000000000	Home	0000000000
State Salary	*****	Non-State Sal		Special Rate			
Previous Salary	*****	Empl Percent	*****	Empl Months	*****		
Empl status		Empl Duration	*	Pay Schedule	**		
Anniv Num		Next Ann Date		Appt Exp Date			
Education	**	Degree Inst		Con Expire		Fac ORP Ind	
Ten Con		Appt Org Unit		Higher Ed		Fac Sal Avg	
Veteran	*	Card Emp Grp		Card Alt Lv Plan		Va Natl Guard	U
No Prev Sal Reason		Work Mode	U	VRs:OLD/NEW	NEW	Plan:	*****
Optnl							
E-Mail						Salary Override	
Ag Note							
							End

001139 Note: Empl Time Stat No Longer Entered - will Be Based On Pct & Months

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# Card Alt Lv Plan Field in PMIS- Employee Transaction

To assist agencies in determining the values in the Card Alt Lv Plan field in PMIS, definitions for each Cardinal Alternative Leave Plan are provided in the table below:

Value	Description / Absence Eligibility Group	PMIS VSDP Indicator = Y	PMIS VSDP Indicator = N	Definition
A	COVA VSDP / VSDPELGGRP	Allowed	Not Allowed	Employee is enrolled in the COVA VSDP program. In addition, the employee is eligible for other leave categories as designated by DHRM policies. Employees that transferred from the COVA Traditional Sick Leave program to COVA VSDP program and who converted Traditional Sick Leave hours to disability credits should be assigned in this group.
B	COVA (Traditional) Sick Leave / TRADELGGRP	Not Allowed	Allowed	Employee is enrolled in the COVA Traditional Sick Leave program. In addition, the employee is eligible for other leave categories as designated by DHRM policies.
C	At Will / EXECELGGRP	Allowed	Allowed	Employee is a Gubernatorial Appointee ("at-will") that is enrolled in the Executive Leave program for "at-will" employees. This includes both "at-will" employees who participate in the VSDP program and those who do not.
D	Hybrid / HYBRELGRP	Allowed	Not Allowed	Note: This Alternative Leave Plan is used only to determine the eligibility group in Cardinal Absence Management and is not related to the VRS Hybrid retirement program. Employees that meet all of the following conditions: (1) Transferred from COVA Traditional Sick Leave to COVA VSDP. (2) Did not choose a payout of the Traditional Sick Leave at the time of transfer. (3) Banked, no longer entitled or accrued, the Traditional Sick Leave to be paid out upon separation. These employees are eligible for all other leave types available to employees in the COVA VSDP plan, including VSDP Sick and VSDP Personal, however also have banked Traditional Sick Leave hours.
E	Faculty Regular (Higher Ed) / FACREGGRP	Not Allowed	Allowed	The Faculty Regular Group has the 3 leave types – FVC (Vacation/Annual Leave), FSK (Sick), and FCS (Volunteer Service Leave) - which are adjustment-based. There are no accruals for this group. This is an Alternative Leave Plan where balances are manually adjusted.
F	Faculty VSDP (Higher Ed) / FACVSDPGRP	Allowed	Not Allowed	The Faculty VSDP group has FVC (Vacation/Annual Leave) and FCS (Volunteer Service Leave) that is not associated with the Commonwealth's programs and where balances for these leave types are manually adjusted. The Faculty VSDP group does not include FSK (Faculty Sick Leave). Instead this group includes SDP (Sick) and PER (Personal). SDP and PER accrue annually as they do for employees in the COVA VSDP plan. Because they have SDP (Sick) and PER (Personal) leave, they are not eligible for FSK (adjustment based Faculty Sick Leave).
N	Other	Not Allowed	Allowed	To only be used when the following two conditions are met: (1) Cardinal is not the agency's system of record for absence management and leave balances, and (2) The employee does not fall into one of the other categories.

# Card Emp Grp in PMIS Wage-Employee Transaction

Card Emp Grp is the preferred name for the field label in PMIS. This new field in the PMIS Wage database can be modified with the PSW090 Transaction Reason Code 090. Card Alt LvPlan field is not used in the PMIS Wage database.

```
PSW090                                WAGE3 EMPLOYEE UPDATE
----- 221 PER129NLT 10/17/2017 15:49:26
Agency/Position..... / ID.....
Trans-Efft-Date.... *****

Reason Code... 090 Hourly Rate..... Max Hours..... 1500
State Phone... Agency Begin..... Duration..... P
St Phone Ext.. Wage Agy Begin..... Pay Schedule.... 24
New Agency.... Last Sal Change.... Fac Sal Avg....
New Position.. State Begin..... Appt Org Unit... 000000
Work Mode..... W Role Begin..... Ten Con Type... 00
Alt Work Sch.. N Position Begin.... Contr Exp Date.. 00
Card Emp Grp.. GNW Position Sep..... IPP Elig..... 000000
Salary Review..... Time Status.... P

E-Mail.....
Opt Emp Data..

Please Now Use PSW113 to
Separate/Terminate a Wage Employee

Agency Note... End

000002 Screen Call-Up Complete -- Proceed

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```

# Card Emp Grp in PMIS Wage-Employee transaction

**To review employee data keyed with the PSW090 transaction in the Wage database, you can use the PSW305 transaction.**

[illegible]

# Card Dept Field in PMIS Wage Position Transaction

Here is an example of the Card Dept field on the PMIS Wage PSW130 transaction you can use to edit the field. Use PSW999 to review. Card Dept field is the accounting code for each Cardinal Department within an agency. To get this information, please contact your Agency Fiscal Officer.

```
PSW130                                WAGE POSITION FIELD CHANGE
----- 217 PER129NLT 10/17/2017 16:07:58
Agency                               Position                               Trans-Efft-Date *****
-----
Role                               Pay Area / Shift                               Position Level E
Payroll 001                               Location                               Overtime Elig
Duration P                               Expire Date                               Established Date
Category L                               Sub-Unit                               Activity Number
Subdivision                               OT/Exempt N E/N                               Review Date
SOC Code                               Vacated Date                               Vacate Review Code
Card Dept 20400                               Telework N Y/N                               Drug Test Pool N Y/N
Alt Work Schedule N Y/N                               Agency Partition

DHS Safety Sen                               Program SubPgm Element Project Cost Fund Percent
Workers Comp                               1. 704 01 00 00000 714 0100 100.00
Report To Agy                               2. 000 00 00 00000 000 0000 000.00
Report To Pos 00048                               3. 000 00 00 00000 000 0000 000.00
EEO                               4. 000 00 00 00000 000 0000 000.00
Address Code                               5. 000 00 00 00000 000 0000 000.00
Card Apprvr 00048
Econ Interest
Work Title
Opt Pos Data                               Opt Num 0000000000                               License
Sensitive Pos N Y/N                               Delete Pos?                               End
000002 Screen Call-Up Complete -- Proceed

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```

# Card Apprvr Field in PMIS Wage Position Transaction

Here is an example of the Card Apprvr field on the PMIS Wage PSW130 transaction you can use to edit the field. Use PSW999 to review. \* NOTE: The Card Apprvr value may not always be the same as the Report to Pos value.

```
PSW130                                WAGE POSITION FIELD CHANGE
----- 217 PER129NLT 10/17/2017 16:07:58
Agency                               Position                               Trans-Efft-Date *****
-----
Role                               Pay Area / Shift                               Position Level E
Payroll 001                               Location                               Overtime Elig
Duration P                               Expire Date                               Established Date
Category L                               Sub-Unit                               Activity Number
Subdivision                               OT/Exempt N E/N                               Review Date
SOC Code                               Vacated Date                               Vacate Review Code
Card Dept 20400                               Telework N Y/N                               Drug Test Pool N Y/N
DHS Safety Sen                               Alt Work Schedule N Y/N                               Agency Partition
Workers Comp
Report To Agt                               Program SubPgm Element Project Cost Fund Percent
Report To Pos 00048                               1. 704 01 00 00000 714 0100 100.00
EEO                               2. 000 00 00 00000 000 0000 000.00
Address Code                               3. 000 00 00 00000 000 0000 000.00
Card Apprvr 00048                               4. 000 00 00 00000 000 0000 000.00
Econ Interest                               5. 000 00 00 00000 000 0000 000.00
Work Title
Opt Pos Data                               Opt Num 0000000000                               License
Sensitive Pos N Y/N                               Delete Pos?                               End
000002 Screen Call-Up Complete -- Proceed
```

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# Wage New Hire Transaction Screen

Here is an example of the Wage New Hire Screen showing the Card Emp Grp field that will need to be populated. The Card Alt Lv Plan is not used in the Wage data base and will not appear on the Wage New Hire screen.

```
PSW301,                                WAGE EMPLOYEE NEW HIRE
----- 215 PER129NLT 10/17/2017 16:15:37
Agy *** Position ***** Soc-Sec-Num Trans-Efft-Date *****
-----
Last ***** First ***** Mid ***** SI sf
Address: Line ***** PO BOX
City ***** State ** ZIP ***** -
Birth ***** Sex * Race * H-Cap Alien * Nationality **
State Phone 0000000000 Extensn
-----
Hourly Rate ***** Card Emp Grp
-----
Empl Status P Empl Duration * Pay Schedule 24
Work Mode U Alt Work Sch *
-----
Education ** Degree Inst Con Expire
Ten Con Appt Org Unit Higher Ed Fac Sal Avg
Veteran U
-----
Optnl
E-Mail
Ag Note
End
000002 Screen Call-Up Complete -- Proceed

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```